



**CITY OF BURLINGTON
DEPARTMENT OF PUBLIC WORKS**

645 Pine Street, Suite A
Post Office Box 849
Burlington, VT 05402-0849
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www.burlingtonvt.gov/dpw

Chapin Spencer
DIRECTOR OF PUBLIC WORKS

MEMORANDUM

TO: PUBLIC WORKS COMMISSION
FM: CHAPIN SPENCER, DIRECTOR
DATE: SEPTEMBER 10, 2015
RE: PUBLIC WORKS COMMISSION MEETING

Enclosed is the following information for the meeting on September 16, 2015 at 6:30 PM
at **645 Pine St – Main Conference Room**

1. Agenda
2. Consent Agenda
3. Unrestricted Parking on Sears Lane
4. FY 16 & FY 17 Capital Planning
5. Minutes of 7-15-15

Non-Discrimination

The City of Burlington will not tolerate unlawful harassment or discrimination on the basis of political or religious affiliation, race, color, national origin, place of birth, ancestry, age, sex, sexual orientation, gender identity, marital status, veteran status, disability, HIV positive status or genetic information. The City is also committed to providing proper access to services, facilities, and employment opportunities. For accessibility information or alternative formats, please contact Human Resources Department at 865-7145.



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Chapin Spencer
DIRECTOR OF PUBLIC WORKS

M E M O R A N D U M

To: Amy Bovee, Clerks Office
From: Chapin Spencer, Director
Date: September 10, 2015
Re: Public Works Commission Agenda

Please find information below regarding the next Commission Meeting.

Date: **September 16, 2015**
Time: 6:30 – 9:00 p.m.
Place: **645 Pine St – Main Conference Room**

A G E N D A

ITEM

- 1 Call to Order – Welcome – Chair Comments
- 2 Agenda
- 3 10 Min Public Forum
- 4 5 Min Consent Agenda
 - A New Accessible Space at 7 Canfield St
 - B New Accessible Space at 79 Archibald St
 - C Accessible Space Removal at 194 South Champlain ST
 - D Accessible Space Removal 70 Rose St
 - E Relocation of Three Accessible Spaces for New CCTA Transit Station
 - F State of RFS Backlog

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- 5 10 Min Unrestricted Parking on Sears Lane
A Communication, D. Roy
B Commissioner Discussion
C Public Comment
D Action Requested - Vote
- 6 20 Min Process For Concluding Downtown & Residential Parking Studies
A Oral Communication, C. Spencer
B Commissioner Discussion
C Public Comment
D Action Requested - None
- 7 25 Min FY 16 & FY 17 Capital Planning
A Communication, C. Spencer & M. Keenan
B Commissioner Discussion
C Public Comment
D Action Requested - None
- 8 10 Min Pedestrian Crosswalk Design Guidelines
A Oral Communication N. Baldwin
B Commissioner Discussion
C Public Comment
D Action Requested - None
- 9 5 Min Minutes of 7-15-15
- 10 10 Min Director's Report
- 11 10 Min Commissioner Communications
- 12 **Adjournment & Next Meeting Date – October 21, 2015**



MEMORANDUM

August 19, 2015

TO: Public Works Commission
FROM: Damian Roy, DPW Engineer Technician *DRR*
CC: Norm Baldwin, City Engineer
RE: New Accessible Space @ 7 Canfield Street

Background:

Staff received a request from Ed Smith of 7 Canfield Street to install an on-street accessible parking in front of his residence. Mr. Smith states that he has suffered a number of injuries that inhibit his movement. Mr. Smith presented VT Disable Parking ID Placard P67103 which has been verified by the Burlington Police Department.

Observations:

Canfield Street is classified as a local residential roadway. The roadway is twenty-six (26) feet wide with unrestricted parking available on the south side leaving two nine (9) foot travel lanes. There are currently no accessible spaces or other restrictions on Canfield Street. There is space for a single accessible space immediately in front of 7 Canfield Street that would best serve Mr. Smith. *See attached picture showing the requested space.* On July 28th Staff notified the residents of Canfield Street via flyers requesting feedback on Mr. Smith's request by August 14th. Staff has received no negative feedback regarding Mr. Smith's request.

Conclusions:

Mr. Smith is a registered disabled resident in need of on-street accessible parking. No negative impact to area residents are anticipated by installing this accessible space as indicated by the the lack of negative response received by staff.

NB 8/20/15

Recommendations:

Staff recommends that the Commission adopt:

- The addition of a new Accessible Space on the south side of Canfield Street in front of 7 Canfield Street.

6/3/15

TO WHOM IT MAY CONCERN,

I WOULD LIKE TO REQUEST A HANDICAPPED PARKING SPACE IN FRONT OF 7 CANFIELD STREET AS I HAVE A NUMBER OF INJURIES THAT INHIBIT MY MOVEMENT. DUE TO THE LIMITED AMOUNT OF PARKING SPOTS ON CANFIELD STREET IT MAKES IT VERY DIFFICULT AT TIMES TO BE ABLE TO FIND A SUTIEBLE PARKING SPACE TO PARK IN AND WITH MY SPINAL INJURY DIFFICULT FOR ME TO GET TO MY HOME WHEN I HAVE TO PARK ON ANOTHER STREET. THANK YOU IN ADVANCE FOR ANY HELP THAT YOU MAY GIVE ME ON THIS REQUEST.

Ed Smith

ED SMITH

881-1584

652-0186

**IMPORTANT: REMOVE BEFORE
DRIVING VEHICLE**

P67103

Disabled Parking Identification



EXPIRES:

**NO
EXPIRATION**

VERMONT

PERMANENT



Dear Canfield Street Residents,

The Department of Public Works (DPW) received a request from a disabled resident asking to install a Accessible Parking Space in front of 7 Canfield Street. At this time, DPW does not see an issue making a recommendation to the Public Works Commission to grant this request but we would like to give the residents of Canfield Street the opportunity to voice any concerns they might have. Please contact me with any concerns or questions regarding this before Friday August 14th.

Thank you!

Damian Roy, Engineering Technician

Burlington Public Works Department

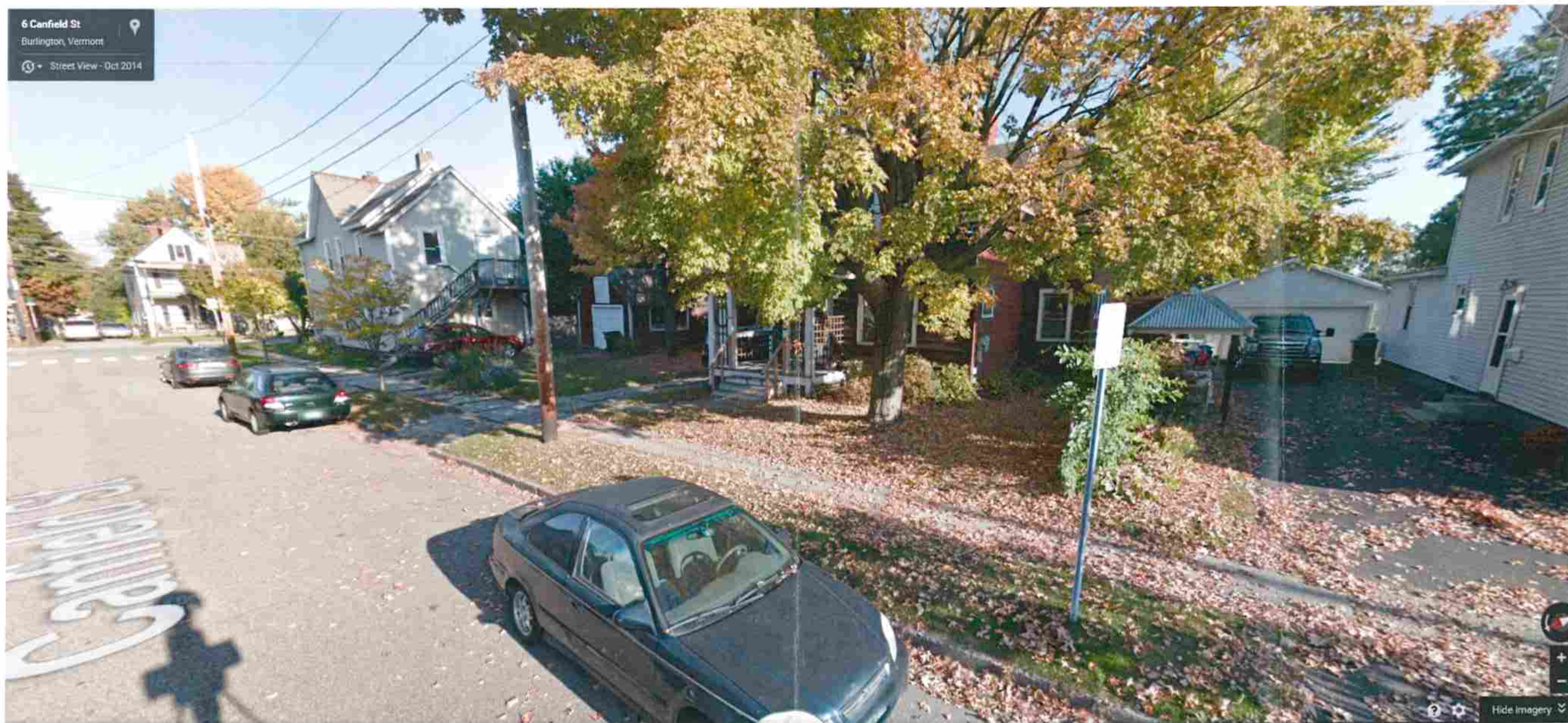
645 Pine St. Burlington VT 05401

Desk: 802.865.5832

Cell: 802.563.5353

Email: droy@burlingtonvt.gov

Web: www.burlingtonvt.gov/dpw





MEMORANDUM

August 26, 2015

TO: Public Works Commission
FROM: Damian Roy, DPW Engineer Technician *DR*
CC: Norm Baldwin, City Engineer
RE: New Accessible Space @ 79 Archibald Street

Background:

Staff received a request from Thea Lewis on behalf of her mother Claire Gestner of 79 Archibald Street to install an on-street accessible parking in front of her residence. Ms. Lewis states that her mother has suffered a number of injuries that inhibit her movement and presented Vermont License Plate A7121 to staff which has been verified by the Burlington Police Department to be valid and belonging to Ms. Claire Gestner of 79 Archibald Street.

Observations:

Archibald Street is classified as a residential collector roadway. The roadway is thirty (30) feet wide with unrestricted parking available on the south side leaving two eleven (11) foot travel lanes. There are currently no accessible spaces or other restrictions on this block of Archibald Street. There is space for a single accessible space immediately in front of 79 Archibald Street that would best serve Ms. Gestner. *See attached picture showing the requested space.* On August 13th Staff notified the residents of Archibald Street via flyers requesting feedback on Ms. Gestner's request by August 26th. Staff has received no negative feedback regarding Ms. Gestner's request.

Conclusions:

Ms. Gestner is a registered disabled resident in need of on-street accessible parking. No negative impact to area residents are anticipated by installing this accessible space as indicated by the lack of negative response received by staff.

Recommendations:

Staff recommends that the Commission adopt:

- The addition of a new Accessible Space on the south side of Archibald Street in front of 79 Archibald Street.



79 Archibald Street
Burlington, VT

Existing/Proposed Conditions



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PUBLIC WORKS
ENGINEERING DIV.**

645 PINE STREET
BURLINGTON, VT 05401
(802) 863-9094
(802) 863-0466 (Fax)

DESIGNED DRR	RFS NO. 8402
DRAWN DRR	SCALE NTS
CHECKED NJB	DRAWING NO.
DATE 8/25/2015	SHEET 1 OF 1



MEMORANDUM

August 31, 2015

TO: Public Works Commission
FROM: Damian Roy, DPW Engineer Technician *DR*
CC: Norm Baldwin, City Engineer *NB*
RE: Accessible Space Removal @ 194 South Champlain Street

Background:

Staff received a request from Erik Hoekstra of 194 South Champlain Street to remove an on-street accessible parking space in front of his residence. Mr. Hoekstra states that the space was used by the previous occupant of his residence and that it is no longer in used.

Observations:

South Champlain Street is classified as a collector street with a mix of commercial businesses and residential housing. On this block of S. Champlain between King Street and Maple Street parking is restricted on the west side with unrestricted parking on the east side. There are two 30-minute parking spaces and a loading zone immediately north of Maple Street. The next available space north is the accessible space which Mr. Hoekstra wishes to remove.

Conclusions:

Staff distributed flyers on July 31st to the surrounding residents and businesses on this block of South Champlain Street asking if any other residents have use, or is using, the accessible space. No response has been received by staff within the two week deadline stated in the flyer. Staff anticipates no negative impact to nearby residents by removing the accessible space.

9/3/15 NB

Recommendations:

Staff recommends that the Commission adopt:

- The removal of the Accessible Space on the east side of South Champlain Street in front of 194 South Champlain Street.

Requests for Service (/Main.aspx)

#7580

Assigned

New

- Technical Services
- Traffic Requests

Location: 194 South Champlain St

I recently purchased property at 194 S. Champlain Street. There is a handicapped parking space on the street in front of the building that was installed for a former occupant, but is no longer necessary. Who should I contact to arrange to have the sign removed? Attached is a photo of the sign.

Attachments

Attach Date	Staff	Attachment
06/01/2015 11:40 AM	Valerie Ducharme	View File (/Attachments /1480.jpg)

Browse... No file selected.

Upload Attachment

Assigned to: Damian Roy

Requested by: Erik Hoekstra

Opened: 6/1/2015

Entered By: Valerie Ducharme

Due: 7/31/2015

Work History

Add Work History

No Work History



Dear South Champlain St Residents,

The Department of Public Works (DPW) has received a request from a resident of S. Champlain St. to remove the accessible space in front of 194 S. Champlain St. DPW would like to make sure no other resident of S. Champlain is in need of this space. Please let us know if you or someone in your household is registered disabled and is in need of using this space. Please respond via email or phone call before 8/15/15.

Thank you!

Damian Roy, Engineering Technician

Burlington Public Works Department

645 Pine St. Burlington VT 05401

Desk: 802.865.5832

Cell: 802.563.5353

Email: droy@burlingtonvt.gov

Web: www.burlingtonvt.gov/dpw



MEMORANDUM

August 26, 2015

TO: Public Works Commission
FROM: Damian Roy, DPW Engineer Technician DRZ
CC: Norm Baldwin, City Engineer NB
RE: Accessible Space Removal @ 70 Rose Street

Background:

Staff received a request from Harold Kaplan of Rose Street on October 22nd 2014 to remove the accessible space at 70 Rose Street. Mr. Kaplan is a neighbor of 70 Rose Street and states that the accessible space has not been in use for some time as the resident it served is now deceased. The accessible space primarily served Charles Blow of 70 Rose Street who passed away July 29, 2012 according to the Burlington Free Press obituaries.

Observations:

Rose Street is classified as a residential local roadway. The roadway is twenty-six (26) feet wide with unrestricted parking available on the east side leaving two nine (9) foot travel lanes. Staff visited 70 Rose Street to find the accessible space sign had been removed without authorization leaving only an empty sign pole remaining. Staff did not conduct public outreach to remove this accessible space as it had already been removed without any public complaints to DPW staff.

Conclusions:

The accessible space sign has already been removed from 70 Rose Street by other members of the public. There has been no negative feedback from the residents of Rose Street regarding this and there have been no requests for installing an accessible space at any other

NB 9/3/15

location on Rose Street. The City Ordinance should be updated to reflect the current conditions of no accessible space in front of 70 Rose Street.

Recommendations:

Staff recommends that the Commission adopt:

- The removal of the accessible space regulation at 70 Rose Street from the City Ordinance.



MEMORANDUM

August 27, 2015

TO: Public Works Commission

FROM: Damian Roy, DPW Engineering Technician *DRR*

CC: Norman Baldwin, Asst. Director/City Engineer *NB*

RE: Relocation of Three Accessible Spaces for New CCTA Transit Station

Background:

Staff received a communication from Brian Lowe, Projects Coordinator to the Mayor of Burlington, and from Henry Mays of the Vermont Department of Buildings & General Services (BGS) and Steve Carlson of CCTA to relocate three van accessible spaces currently located on Saint Paul Street serving the Zampieri State Office Building. The Zampieri Building is divided by two tenants to the north and south, each of these tenants offer services to the disabled community and require accessible parking spaces within reasonable distance to their entrances. The existing accessible spaces are designated van accessible spaces to help encourage vans to use these spaces instead of cars as the nearby parking garages cannot accommodate accessible vans.

The three existing accessible spaces must be relocated to accommodate the new CCTA Transit Station that removes all non-CCTA related on-street parking from this section of Saint Paul between Pearl Street and Cherry Street. In an effort to facilitate the project which is currently underway, DPW has placed temporary accessible space bags over nearby metered spaces to serve the disabled community and the Zampieri Building until permanent spaces are established.

Observations:

The three existing accessible spaces are located on the north and south end of the east side of Saint Paul Street. Two spaces are located on the southern end and are situated back to back immediate to the north east corner of Saint Paul and Cherry. The third space is located on the northern end and is the last available space before the intersection with Pearl Street. Staff reviewed the new CCTA Transit Station final design plans to determine the extent of the

NB 9/3/15

redesign within the City's Right of Way and to identify where the closest locations for the three accessible spaces to be relocated might be. Staff also visited the area to observe these locations and how they would best serve the disabled community in accordance with the Public Right-of-Way Accessibility Guidelines (PROWAG). Staff has identified two locations suitable:

- On south side of Pearl Street immediately in front of the Masonic Temple entrance at 151 Pearl Street. This space offers clear side and rear ramp unloading due to the bump out behind the space and reasonable distance to ramp to access the sidewalk.
- At the intersection of Cherry and Saint Paul, the existing second and third metered spaces from the north east corner on the north side of Cherry Street. The first space from this corner will be removed by a bump out as part of the CCTA project. The next two spaces on the north side offer clear sidewalk for side exiting ramps. The Cherry Street accessible ramp to the Zampieri Building is at this location to provide immediate access for these two spaces.

Please refer to the attached pictures and drawings showing the three existing spaces to be removed and their three proposed locations.

Staff presented this item to the Accessibility Committee on August 18th during their mobile meeting on Church Street. The mobile meeting visited the Cherry Street location where two of the relocated spaces are proposed. The Committee was supportive of staff's proposal to relocate these three spaces to the aforementioned locations with the conditions that the existing bike rack adjacent to one of the spaces on Cherry Street be relocated. Staff visited the location again to be sure the bike rack was still in the way and it was already removed during construction.

Conclusions:

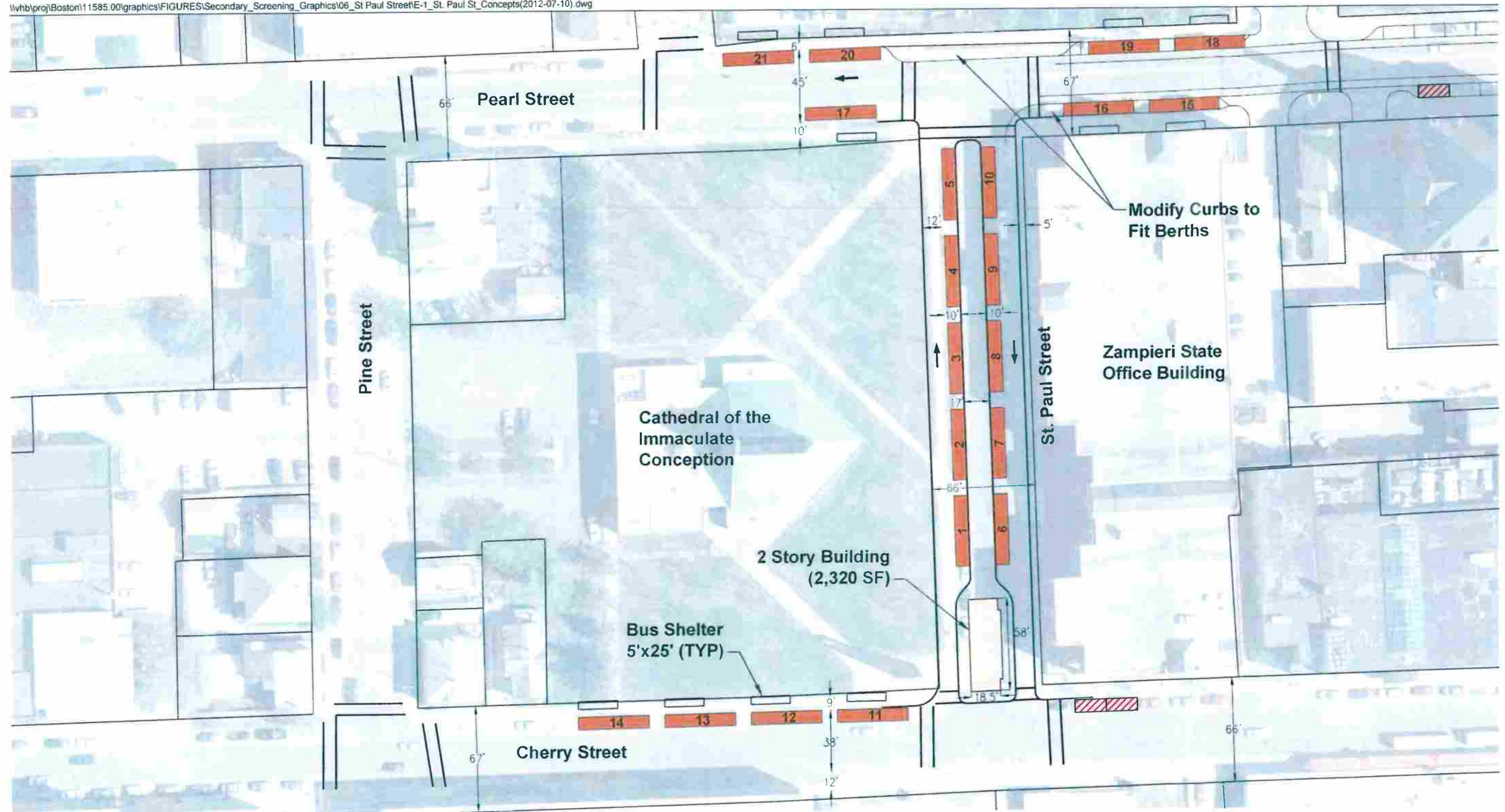
The city has established transit services as a priority. Given its degree of importance the proposed Downtown Transit Center was approved by council to be located on St. Paul Street. To accommodate the facility public on-street parking needed to be displaced. Of particular importance is the need to accommodate people with disabilities, especially those seeking to access the state office building on St. Paul Street. Working closely with the State of Vermont Buildings and Ground we have prepared a proposed solution to accommodate the disabled community. We are seeking your approval and support for the proposed solution.

Recommendations:

Staff recommends that the Commission adopt the relocation of the three van accessible spaces on Saint Paul Street to the following locations:

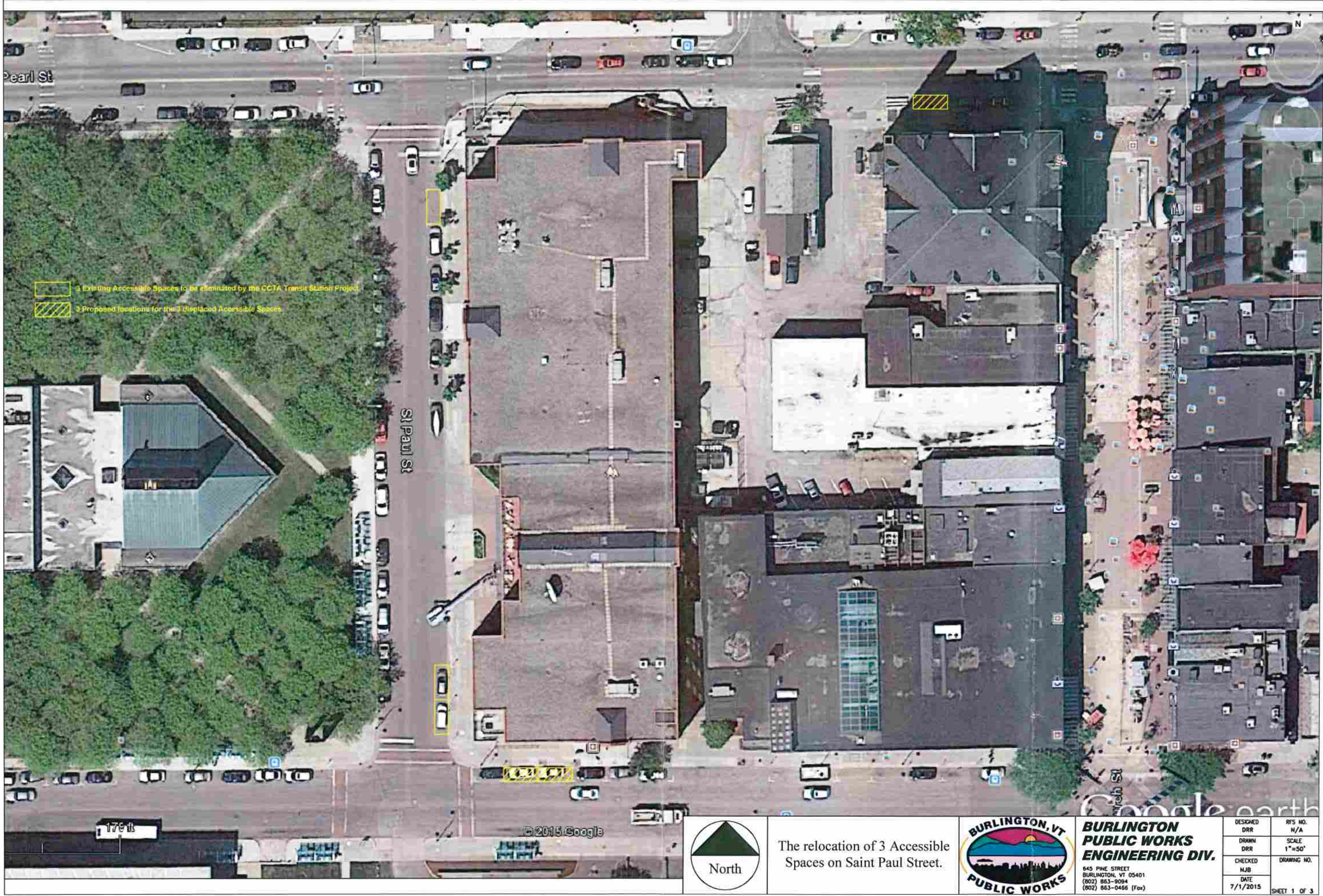
- On the south side of Pearl Street in front of 151 Pearl Street.
- On the north side of Cherry Street in the first space east of Saint Paul Street after the completion of the CCTA Transit Station construction.

- On the north side of Cherry Street in the second space east of Saint Paul Street after the completion of the CCTA Transit Station construction.



Legend

- 45' Bus
- Bus Shelter
- Crosswalk
- New Accessible Space



The relocation of 3 Accessible Spaces on Saint Paul Street.



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(802) 863-0466 (Fax)

DESIGNED DRR	RFS NO. N/A
DRAWN DRR	SCALE 1"=50'
CHECKED NJB	DRAWING NO.
DATE 7/1/2015	SHEET 1 OF 3

151 Pearl St
Burlington, Vermont
Street View - Oct 2014



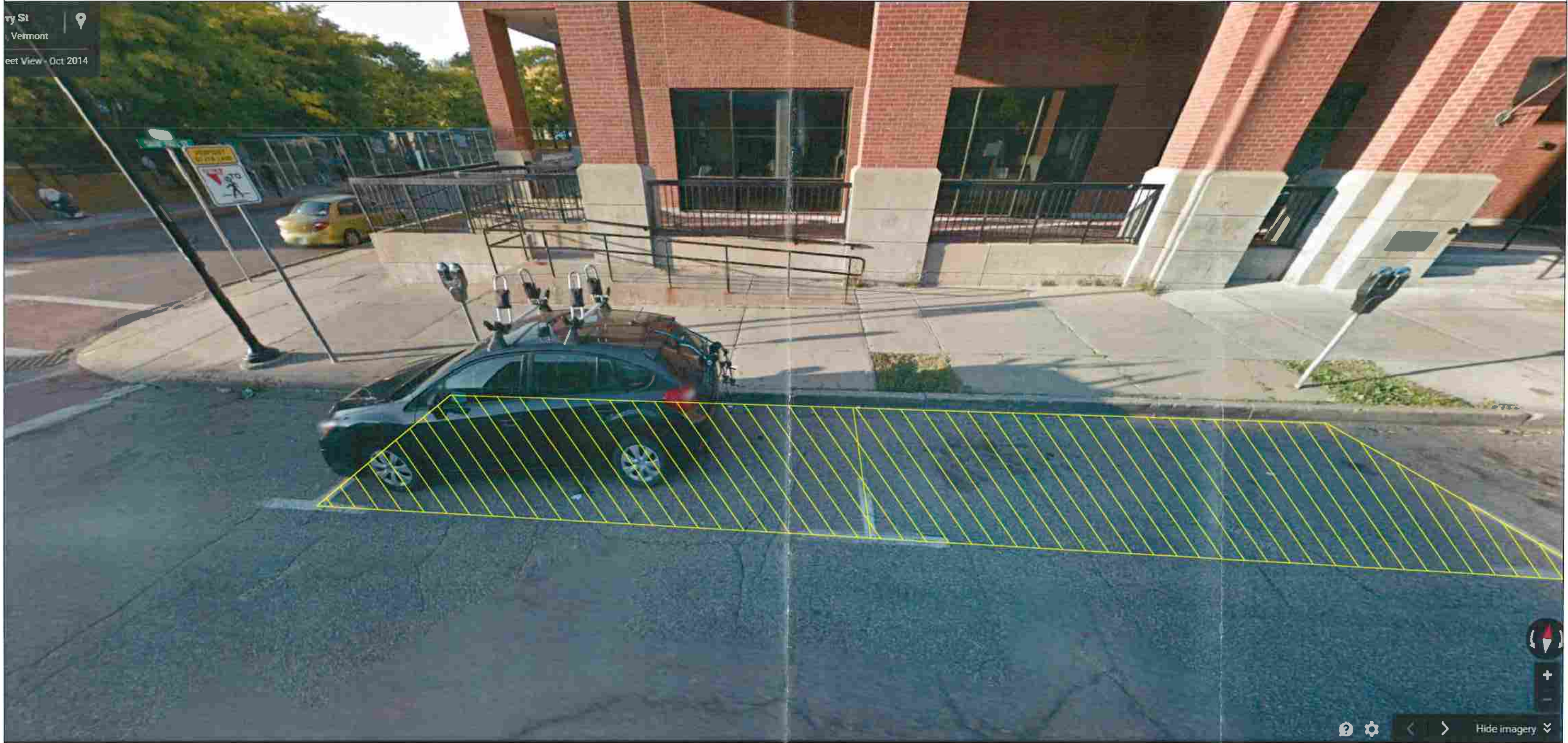
Proposed Accessible Space in
front of 151 Pearl Street



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(802) 863-0466 (Fax)

DESIGNED DRR	RFS NO. N/A
DRAWN DRR	SCALE NTS
CHECKED NJB	DRAWING NO.
DATE 7/1/2015	SHEET 2 OF 3



Two Proposed Accessible
Spaces on Cherry Street



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DESIGNED DRR	RFS NO. N/A
DRAWN DRR	SCALE NTS
CHECKED NJB	DRAWING NO.
DATE 7/1/2015	SHEET 3 OF 3

Mayor's Advisory Committee On Accessibility
August 18, 4:00-6:00 pm
Church Street & Cherry Street Transit Station

MINUTES

Members Present: Ron Redmond, Sam Handy, Ralph Montefusco, Shelly Waterman, Michael Watson, Elaine Zimmerman, Cleary Buckley, Emma Allen

Members Absent: Ben Johnson

Others Present: Kesha Ram, Nate Besio, Damian Roy, Jordan Posner, Councilor Tom Ayres, Jenny Morse

The meeting commenced at 4:00 pm.

Introductions

Introductions were made before the mobile tour of Church Street and the Cherry Street Transit Center.

Mobile Tour, Church Street Marketplace

Ron Redmond led the committee and others present on a mobile tour of the Church Street Marketplace (CSM). He estimates that the CSM sees approximately 17,000 to 20,000 visitors on a busy day based on tracking data. He asked committee members to note deviances and impediments to the rules governing the spacing of right of ways. The committee noted several areas where signage, built infrastructure, and restaurant entrances present encumbrances. Ron noted that some of those impediments are being discussed with stakeholders for long-term solutions.

Mobile Tour, Cherry Street Transit Station

Damian Roy from DPW led a discussion of the relocation of three accessible parking spots from St. Paul Street and lower Cherry Street to:

- Two spots on the block of Cherry Street between Church Street and St. Paul
- One spot on Pearl Street between Church Street and St. Paul

The committee reviewed the proposed Cherry Street spots and expressed support for the general relocation. They did note, however, that bike rings and other infrastructure

created impediments for safe and convenient unloading. They also expressed desire to see the spots moved east slightly so that at least one spot could take advantage of the existing curb cut. The committee members did not feel the need to view the Pearl Street spot but noted that the general principles of removing impediments on the curbside be followed.

The meeting adjourned at 5:30 pm.

Proposed Accessibility Guidelines for Pedestrian Facilities in the Public Right-of-Way

July 26, 2011

UNITED STATES ACCESS BOARD
A FEDERAL AGENCY COMMITTED TO ACCESSIBLE DESIGN

shall provide a minimum clear space complying with R404 entirely within the shelter. Where seating is provided within transit shelters, the clear space shall be located either at one end of a seat or shall not overlap the area within 460 mm (1.5 ft) from the front edge of the seat. Environmental controls within transit shelters shall be proximity-actuated. Protruding objects within transit shelters shall comply with R402.

Advisory R308.2 Transit Shelters. The clear space must be located entirely within the transit shelter and not interfere with other persons using the seating.

R309 On-Street Parking Spaces

R309.1 General. On-street parking spaces shall comply with R309.

Advisory R309.1 General. R214 specifies how many accessible parking spaces must be provided on the block perimeter where on-street parking is marked or metered. Accessible parking spaces must be identified by signs displaying the International Symbol of Accessibility (see R211.3 and R411). Accessible parking spaces should be located where the street has the least crown and grade and close to key destinations.

R309.2 Parallel Parking Spaces. Parallel parking spaces shall comply with R309.2.

Advisory R309.2 Parallel Parking Spaces. The sidewalk adjacent to accessible parallel parking spaces should be free of signs, street furniture, and other obstructions to permit deployment of a van side-lift or ramp or the vehicle occupant to transfer to a wheelchair or scooter. Accessible parallel parking spaces located at the end of the block face are usable by vans that have rear lifts and cars that have scooter platforms.

R309.2.1 Wide Sidewalks. Where the width of the adjacent sidewalk or available right-of-way exceeds 4.3 m (14.0 ft), an access aisle 1.5 m (5.0 ft) wide minimum shall be provided at street level the full length of the parking space and shall connect to a pedestrian access route. The access aisle shall comply with R302.7 and shall not encroach on the vehicular travel lane.

Advisory R309.2.1 Wide Sidewalks. Vehicles may park at the curb or at the parking lane boundary and use the space required by R309.2.1 on either the driver or passenger side of the vehicle to serve as the access aisle.

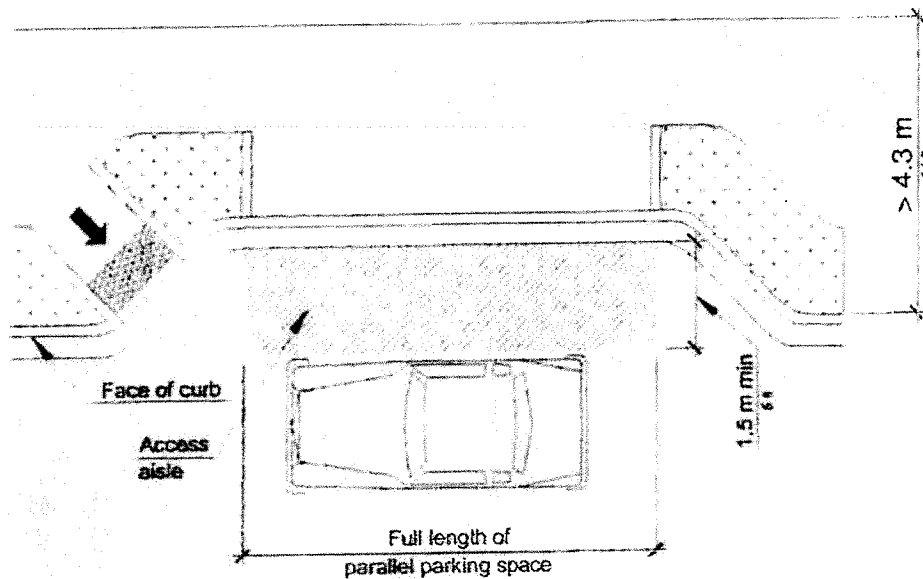


Figure R309.2.1
Wide Sidewalks

R309.2.1.1 Alterations. In alterations where the street or sidewalk adjacent to the parking spaces is not altered, an access aisle shall not be required provided the parking spaces are located at the end of the block face.

R309.2.2 Narrow Sidewalks. An access aisle is not required where the width of the adjacent sidewalk or the available right-of-way is less than or equal to 4.3 m (14.0 ft). When an access aisle is not provided, the parking spaces shall be located at the end of the block face.

Advisory R309.2.2 Narrow Sidewalks. Vehicle lifts or ramps can be deployed on a 2.4 m (8.0 ft) sidewalk if there are no obstructions.

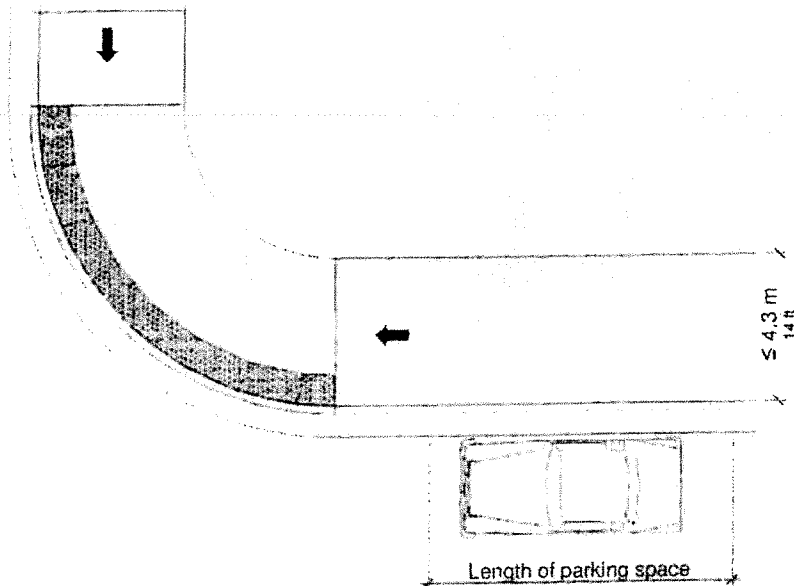


Figure R309.2.2
Narrow Sidewalks

R309.3 Perpendicular or Angled Parking Spaces. Where perpendicular or angled parking is provided, an access aisle 2.4 m (8.0 ft) wide minimum shall be provided at street level the full length of the parking space and shall connect to a pedestrian access route. The access aisle shall comply with R302.7 and shall be marked so as to discourage parking in the access aisle. Two parking spaces are permitted to share a common access aisle.

Advisory R309.3 Perpendicular or Angled Parking Spaces. Perpendicular and angled parking spaces permit the deployment of a van side-lift or ramp.

STATE OF TRAFFIC RFS BACKLOG

9/10/2015

DRR

A = TOTAL TRAFFIC REQUESTS ON JULY 15 = 93

B = NEW TRAFFIC REQUESTS SINCE JULY 15 = 9

C = TRAFFIC REQUESTS SUBMITTED AT SEPTEMBER 16 = 6

D = EXPECTED BALANCE OF RFS AS OF SEPTEMBER 16 = A + B - C = 96*

RFS BREAKDOWN BY TYPE**

Accessible Space:	11
Resident Only Parking:	12
Crosswalks:	15
Driveway Encroachments:	14
Signage:	12
Loading Zone:	1
Area/Intersection Study:	7
Parking Prohibition:	7
Bus Stop:	2
Adding Parking:	4
Geometric Issues:	3
Parking Meters:	1
Other:	1
<hr/> TOTAL:	<hr/> 90

*This number reflects the formula above, however this does not accurately portray the Backlog as some commission items affect two or more RFSs and past RFSs that have been decided on but haven't been installed are not reflected.

**This list was updated 9/10/15 and accurately reflects what is currently in the system.



MEMORANDUM

August 19, 2015

TO: Public Works Commission
FROM: Damian Roy, DPW Engineer Technician *DRR*
CC: Norman Baldwin, City Engineer *NB*
RE: Unrestricted Parking on Sears Lane

Background:

The Public Works Department received a request from Martin Courcelle of Champlain Consulting Engineers (CCE) on behalf of Doug Nedde of Nedde Real Estate to install unrestricted parking along the north side of Sears Lane on February 27th 2015. This request is in conjunction with the redevelopment of the former Burlington Food Service building located at 747 Pine Street. The building will be renovated and converted to offices and commercial space. The wastewater permit allows up to one hundred twenty (120) employees for the renovated building. There are eighty-six (86) on-site parking spaces accounted for in the designed with loading docks and overhead doors for delivery services. Mr. Courcelle states that the request to install unrestricted on-street parking on the north side of Sears Lane is to provide additional parking for this building and nearby businesses. The goal date for tenants to occupy the renovated building is September 1 2015.

Observations:

Sears Lane is a thirty (30) foot wide low volume local commercial street with no weight restrictions. Currently there is no parking allowed on either side with no sidewalks to serve pedestrians. With the redevelopment of 747 Sears Lane three hundred (300) feet of new sidewalk will be installed and accepted by the city on the north side of the street to serve pedestrians. Sears Lane serves six (6) businesses other than the former Burlington Food Service, these are Pierres Repair, Greers professional Fabricare Services, Noyes Automotive and Tire, Champlain College Physical Plant, RLPhoto Inc, and Havoc Gallery. Staff contacted these businesses regarding this request via flyers and met with staff from several of them. Of these

NB 9/3/15

businesses RLPhoto Inc., Greers Drycleaning, and Havoc Gallery are not in favor of opening on-street parking. *Please see their emails to staff attached below.* Given Sears Lane's overall pavement width, installing unrestricted parking on the north side will leave twenty-two (22) feet of travel lane for eastbound and westbound traffic resulting in two eleven (11) foot lanes. This width is adequate for commercial vehicles. Sears Lane runs east to west off of Pine Street and turns abruptly northward on the western end leading into the Champlain College Lakeside Parking Lot. This request is limited in scope to within the city's ROW which extends seven hundred (700) feet west down Sears Lane from Pine Street where the portion of Sears Lane owned by the city ends. Staff estimates that nineteen (19) parking spaces could be created if unrestricted parking were installed on the entire north side of Sears Lane.

Conclusions:

Sears Lane has sufficient width to support parking on one side but does not have sufficient width to support parking and pedestrian use at the same time. Sears Lane acts as a primary route for school-age pedestrians commuting from Lakeside and Harbor Watch neighborhoods to the Champlain Elementary School. Safe pedestrian access must be given priority over on-street parking. The redevelopment project for 757 Sears Lane includes approximately three hundred (300) feet of sidewalk along the north side of Sears Lane beginning at the intersection with Pine Street. Staff recommends installing on-street parking on the north side of Sears Lane only where adjacent to the recently installed sidewalk. This will give pedestrians commuting from the neighborhoods to the west an eight (8) foot on-street walking lane safe from traffic up until the sidewalk begins. Mr. Courcelle of CCE estimates installing unrestricted parking for this length of roadway will yield six (6) spaces. *Please see the attached drawing.*

Recommendations:

Staff recommends that the Commission adopt:

- The installation of unrestricted parking on the north side of Sears Lane alongside and adjacent to the existing sidewalk on the north side.

February 27, 2015

Mr. Damian Roy
C/o CITY OF BURLINGTON
Department of Public Works
P.O. Box 849
Burlington, VT 05402-0849

Re: SEARS LANE – Request to Establish On-Street Parking


Dear Mr. Roy:

I am writing to formally request on-street parking be established on the north side of Sears Lane in support of our proposed redevelopment of 747 Pine Street, formerly the Burlington FoodService Company.

I can be reached at 651-6888 or 343-4110 if you have any additional questions concerning my request.

Sincerely,

COOPER CRESTA NEDDE LLC



Doug Nedde

Damian Roy

From: Martin Courcelle <mcourcelle@champlainconsulting.net>
Sent: Wednesday, July 08, 2015 10:40 AM
To: Damian Roy; dnedde@neddere.com
Cc: Norm Baldwin
Subject: RE: 747 Pine Street - Sears Lane
Attachments: 14132_C1-C3_03-24-15.pdf

Hi Damian,

Below are our responses to your questions *(in green)*. Please let me know if you have any further questions.

Sincerely,

Marty

Martin E. Courcelle, P.E.
Champlain Consulting Engineers
85 Prim Road, P.O. Box 453
Colchester, Vermont 05446

(802) 863-8060
(802) 864-1878 (fax)
www.champlainconsulting.net

>>> Damian Roy <droy@burlingtonvt.gov> 6/30/2015 2:42:40 PM >>>

Hello Martin,

I am sorry to say that I have yet to give this request any attention. Although this being tied to current development in the area I will give it priority in the next coming weeks.

In the meantime, can you provide me with this additional information:

- A summary of the development, what is being built and for what purpose.
 - *The project is the redevelopment of the former Burlington Food Service building located at 747 Pine Street. The redevelopment includes renovating the building and converting the warehouse to offices and commercial space. Site work includes utility upgrades, new parking areas and stormwater improvements.*
- How many people will be using this facility?
 - *The wastewater permit for the building allows up to 120 employees.*
- What on-site parking accommodations are being provided for occupants, visitors, customers, delivery trucks, etc?

- *There are 86 on-site parking spaces. 19 are in the existing parking area in the front of the building off Pine Street. There are 2 parking areas accessed off of Sears Lane. One of these areas has 8 spaces and loading docks. The other parking area off Sears Lane has 59 parking spaces and additional overhead doors for deliveries. Of the 59 spaces in this lot 22 will be constructed of porous asphalt.*
- Why does the developer feel it necessary to open on-street parking on Sears Lane?
 - *To provide additional parking for this building and surrounding buildings.*
- What other impacts to City ROW will this development have in this area?
 - *There are new underground utility connections being made in the City ROW. A new sidewalk on Sears Lane is being constructed for improved pedestrian circulation along Sears Lane. No other new impacts are proposed.*

What is the timeline for construction completion?

- *Construction is ongoing with the hope to occupy the renovated building beginning September 1.*
- Can you provide some design drawings to support the information requested above?
 - *Attached, please find the drawings approved by Planning and Zoning.*

These items will help me address your request thoroughly to better ensure a smooth presentation to the Public Works Commission.

Regards,

Damian

Damian Roy, Engineering Technician
 Burlington Public Works Department
 645 Pine St. Burlington VT 05401
 Desk: 802.865.5832
 Cell: 802.598.8356
 Email: droy@burlingtonvt.gov
 Web: www.burlingtonvt.gov/dpw

Damian Roy

From: Rick Levinson <rick@rlphoto.com>
Sent: Tuesday, July 14, 2015 3:45 PM
To: Damian Roy
Subject: Sears Lane parking

I received a letter about the request for unrestricted parking along Sears Lane. I would rather this not happen as it seems to only benefit the old Burlington Food Service building currently under renovation and would inevitably clog the street if the building ends up being over leased/occupied. This is what happened down the road with Dealer. When a building of low occupancy is converted to potential high occupancy, parking needs should be adequately addressed in the renovation of the building and should not affect its neighbors when the plans prove inadequate. Currently all businesses on Sears Lane manage their parking needs on their own property and so should they. Already, construction vehicles and equipment at times parked on the street makes turning onto Sears Lane and onto Pine St difficult and at times dangerous.

Sincerely -Rick Levinson

RICK LEVINSON
RLPHOTO, INC.
27 SEARS LANE
BURLINGTON, VT 05401
studio 802.540.3081
mobile 802.238.2323
rlphoto.com
ricklevinsonphoto.com

Damian Roy

From: Greers Professional Fabricare <dan@greersdrycleaning.com>
Sent: Thursday, July 16, 2015 3:37 PM
To: Damian Roy
Subject: Sears Lane

Hi Damian,

I am the general manager with Greers Drycleaning and I just wanted to voice my opinion on the parking proposal for the north side of Sears Ln.

I honestly can see no positives in this, it adds an element of danger for the motorists, it reduces the road width by 27% and even more when cyclists are riding on the road alongside the parked cars. If the city wants to improve the road, add a bicycle lane. If the developer wants more parking, I am sure our landlord would rent space.

Thank you,

Dan Poplawski
General Manager

Greers Professional Fabricare
27 Sears Ln, Burlington, VT 05401
802 862-3707
dan@greersdrycleaning.com

Damian Roy

From: brmdesign2010@gmail.com on behalf of Bruce Robinson MacDonald
<bruce@brmdesign.com>
Sent: Friday, July 17, 2015 11:59 AM
To: Damian Roy; Rick Levinson; Marty Fitzpatrick
Subject: Regarding the parking on the north side of Sears Lane

Hi Damian,
Bruce MacDonald here.

We chatted briefly in my gallery regarding the parking issue. I just wanted to put my feedback in writing in regards to the the proposal.

- 1) Cars and trucks have been parking along the north side of the street since the beginning of the reconstruction of the building fronting Pine St. Entering and exiting Sears has become even more of a challenge than usual as the sight lines are obstructed by the cars parked right on the corner. Safety is seriously compromised by these vehicles parked near the corner.
- 2) Sears Lane is used by a constant stream of car carriers driving way to fast to service the lots at the end of the road. These are oversize and overlong and are driven by men on a mission. Constraining the street by instating parking on the north side would make these even more hazardous. In tandem with these car carriers is a steady traffic of dealerships' drivers moving inventory in and out.
- 3) City buses use Sears Lane as a drag strip to nowhere. Presumably there are no passengers when the buses are on this street, therefore the drivers can be certain no one will complain when they charge west at 40 mph. There is a constant stream of these buses.
- 4) There are a great deal more than 22 spaces of parking available in the lots on the south side of the street. I'm guessing there is parking for 60-80 cars currently and that is without any sort of upgrades to the current lots.
- 5) Most critically, Sears Lane is the conduit to the elementary school across Pine Street. Moms and kids on bicycles, dads strolling to school carrying children's poster board projects, parents with toddlers in strollers holding hands with kindergarteners walk and ride down Sears Lane for 9 months of the year. The Lakeside neighborhood and the rest of the South End wanting to use the bike path so their small kids are on city streets the LEAST amount of time possible utilize Sears Lane to get to the crossing guard in front of Noyes. My two boys grew up in the South Cove neighborhood and we rode bikes for years on the bike path and through the park and onto Sears Lane to get safely to school. Small children on bikes are a challenge to keep safe. We have the utmost responsibility to minimize the jeopardy small children on bikes have to face while bumbling their way to school.

This trumps ALL other concerns. Narrowing this already too fast and busy street is wrong.

Please feel free to contact me regarding this issue. I will be happy to attend a hearing and voice these concerns personally.

I am a professed expert on Sears Lane traffic. Possibly more than any other individual, I see and hear the constant flow of life on this road. My front door is a 12' x 14' roll up observation post. I cannot wait until the construction is over and the road is paved. I hope speed bumps are installed to slow the car carriers and city buses. The current dust plume is dire enough for me to keep my door shut during these hot days when I ordinarily count on the breeze to cool my work space. I am not by nature a Luddite and believe strongly in the vitality of the South End and its bright future. I do believe that making parking available on this road would be irresponsible city management and would override safety concerns for the many and the smallest and quietest by the very few and most vested and vocal.

Feel free to come by and get some education on the state of this street first hand.

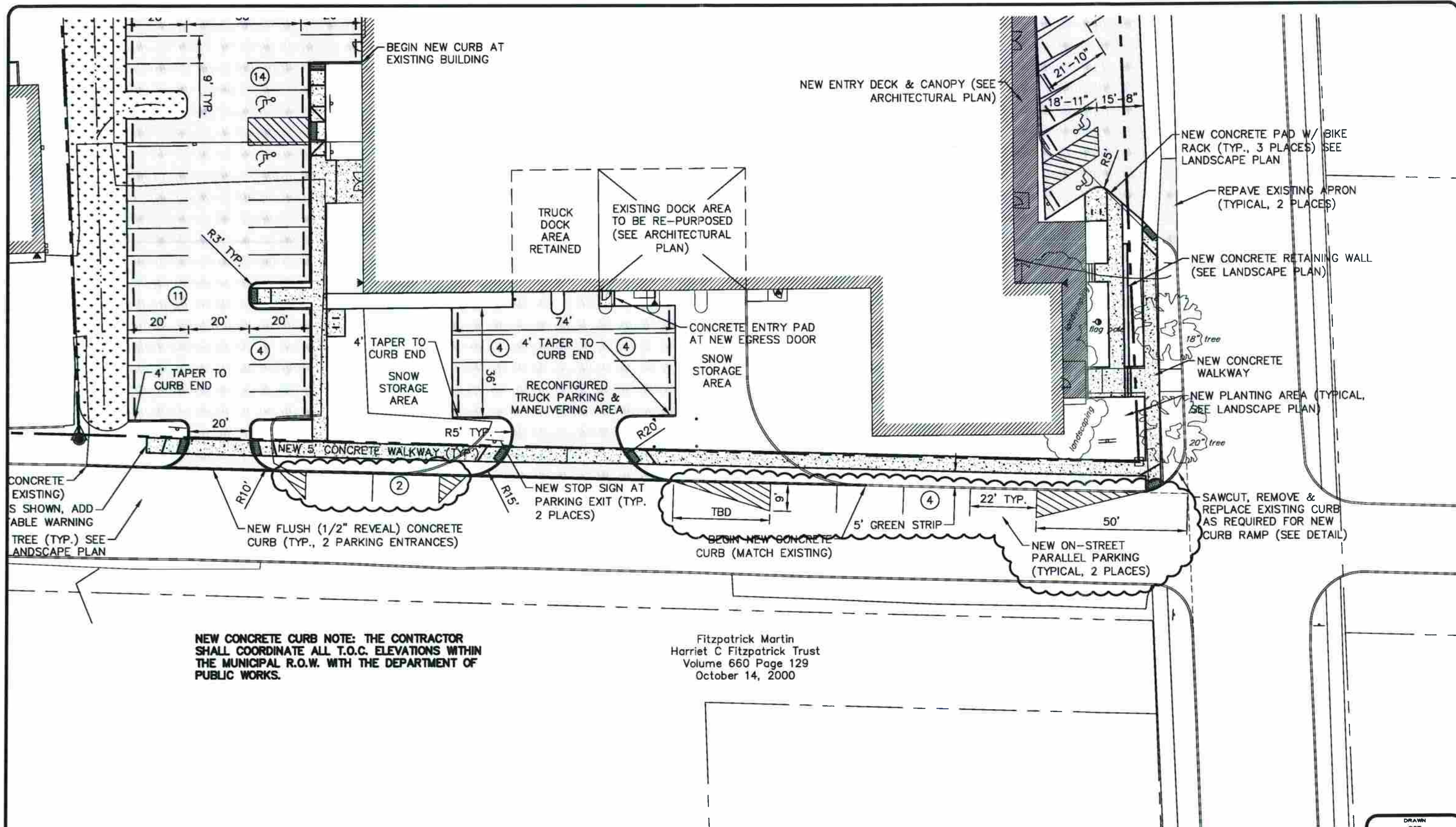
Thanks,

Keep us posted,
All best,
Bruce R. MacDonald

www.HAVOCGallery.com
www.youtube.com/user/BruceRMacDonald
www.facebook.com/HAVOCgallery

Truth is beauty is magic.

V:\sdisk\proj\14132\Construction\Sketches\14132_LSK08.dwg Mon Aug 17 13:32:35 2015 CCE/MLL



NEW CONCRETE CURB NOTE: THE CONTRACTOR SHALL COORDINATE ALL T.O.C. ELEVATIONS WITHIN THE MUNICIPAL R.O.W. WITH THE DEPARTMENT OF PUBLIC WORKS.

Fitzpatrick Martin
Harriet C Fitzpatrick Trust
Volume 660 Page 129
October 14, 2000

1 CSK08 REVISIONS TO SEARS LANE ON-STREET PARKING 1" = 30'

Champlain Consulting
ENGINEERS
www.champlainconsulting.net

85 PRIM RD., COLCHESTER, VT 05446 863-8060

REFERENCE CIVIL & STRUCTURAL PLANS, DETAILS & SKETCHES BY CHAMPLAIN CONSULTING & RENOVATION PLANS BY SCOTT & PARTNERS ARCHITECTURE, LATEST REVISIONS.

DRAWN	CCE
CHECKED	GJB
SCALE	1" = 30'
DATE	08/17/15
JOB NO.	14132
SHEET	CSK08



**CITY OF BURLINGTON
DEPARTMENT OF PUBLIC WORKS**

645 Pine Street, Suite A
Burlington, VT 05401
802.863.9094 VOICE
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802.863.0450 TTY
www.burlingtonvt.gov/dpw

Chapin Spencer
DIRECTOR OF PUBLIC WORKS

2015 Construction Season Capital Projects

Version 9-8-15

WATER

- Install a new 400 HP pump at the water plant to increase reliability and save energy
- Reline our two storage reservoirs
- Rebuild an Automatic Backwash (ABW) filter at the water plant
- Potentially reline a water main instead of open-dig replacement
- Water main and valve replacement in numerous areas.
- Water service replacements

WASTEWATER

- Install a new roof at Main plant
- Continue relining sewer pipes
- Minor pump station upgrades

STORMWATER

- Construct an infiltration system as part of an offset for the CCTA bus station
- Rebuild a pervious concrete parking lot near ECHO
- Pervious paver installation as part of new sidewalk project on S. Winooski/Main Street
- Re-lining of corrugated metal pipes (Colchester Ave and Van Patten Pkwy)
- Catch basin repair (numerous)
- Stormwater improvements to Lake Street (completed in May)

ROADWAY & TRAFFIC CAPITAL PROJECTS:

- **Waterfront Access North:** Construction all summer, with completion anticipated for late fall this year or early 2016.
- **Pine Street – Lakeside Avenue Traffic Signal Improvements:** Design work completed in summer. Construction Fall 2015.
- **Queen City Bridge:** Repairs to the bridge deck, and new pavement. Fall 2015.
- **Henry Street Bumpouts:** Summer 2015.
- **Wayfinding:** Replacing hairpin signs, improved signage for vehicles, pedestrians. Fall 2015
- **Cliff Street Sidewalks:** New Sidewalk on the north side of Cliff St between South Willard and Summit St. Work Fall 2015.
- **Flynn Ave Sidewalks:** New sidewalk on the north side of Flynn Ave between Pine and Shelburne St. Work Fall 2015.

Non-Discrimination

The City of Burlington will not tolerate unlawful harassment or discrimination on the basis of political or religious affiliation, race, color, national origin, place of birth, ancestry, age, sex, sexual orientation, gender identity, marital status, veteran status, disability, HIV positive status or genetic information. The City is also committed to providing proper access to services, facilities, and employment opportunities. For accessibility information or alternative formats, please contact Human Resources Department at 865-7145.

- **New Pedestrian Signals at Park and Manhattan:** Relocated poles and the addition of pedestrian signals across Park Street at Manhattan Drive. Fall 2015.
- **Manhattan Drive:** Repair of slope failure should take place late this season or in spring of 2016.

PAVING:

- FY16 Paving bids received 5/27. Work July 1-October 16.
- In addition to the following, the alternates included in the paving contract will mostly likely be included in the selection which will include: 260ft on Hildred Drive, the entrance to Oakledge Park, and a portion of the North Beach Campground road.

	LOCATION	SEGMENT	PCI	LENGT H	AREA
1	BARLEY	ALL	43	792	23760
2	BELTLINE	MANHATTAN- VT RAIL BRIDGE	36	1573	66560
3	FOSTER*	ALL	26	1637	49110
4	GERMAIN	ALL	7	372	9672
5	LOOMIS	MANSFIELD-N. PROSPECT	8	528	15840
6	MORGAN*	ALL	32	686	20580
7	OAKLAND	ALL	10	1056	27456
8	PLATTSBURG	TURF-BELTLINE RAMPS MERGE	29	1050	33600
9	SEARS*	PINE-END	6	786	23580
10	SPRING ST	MANHATTAN- ELMWOOD	14	317	8242
11	STANIFORD	APPLETREE PT SPEED BUMP-OAKLAND	15	816	24480
12	TURF	ALL	7	686	20580
13	VAN PATTEN	VILLAGE GREEN- HOUSE #95	40	1050	31500
				11355	FEET
				2.15	MILES

Coordinated with the paving work are the following smaller projects:

- Staniford Rd narrowing west of the bike path, and new improved bike path crossing
- Spring Street – Dewey park curb repair and new crossings, relocate bus stop
- Catch basin repair on Morgan, Sears, Germain, Turf
- Water main replacement ahead of paving Oakland and Morgan

SIDEWALK RECONSTRUCTION:

- **Sidewalk Reconstruction** – Approximately 1.5 miles of sidewalk reconstruction work through the 2015 construction season (spans two fiscal years)

- **FY15**, ROW 95% done on Marble Ave and made significant progress on Chase St with new sidewalk already poured both ~800ft. The next street for repair is Harrington Terrace (135ft), followed by 700ft on Pitkin.
- **FY'16**: Approximately ¾ mile in maintenance replacement. Locations to be determined.
- **South Winooski Sidewalk** –reconstruction of sidewalk between Main St and King St with new street trees and stormwater pavers. Fall 2015

STREET & SIDEWALK MAINTENANCE:

- DPW is drafting contracts for pavement preservation (crack sealing) with anticipated advertisement in FY16. Timing for advertisement is dependent upon funding, whether the project is initiated this fall 2015 or next spring 2016.
- DPW saw cutting of concrete sidewalks as a pilot project to determine the cost efficiency, effectiveness, and quality of the finished sidewalk to address some of the vertical changes in our concrete slabs rather than full replacement. Fall 2015

PARKING GARAGES:

- Phase 1A of capital repairs underway Fall 2015 (\$800,000). Work includes rehabilitation of Marketplace Garage elevators, deck sealing and drain repairs at College Street and painting.
- Design and engineering completed for major capital upgrades in 2016.

CITY FACILITIES:

- 1) Fletcher Free Library
 - a) HVAC renovation
 - b) Skylight replacement
 - c) Glass curtain wall repair
 - d) New carpet first floor reading room
 - e) Redesign of tech services space
 - f) Masonry repointing
 - g) New energy efficient lighting through-out
- 2) Boathouse – new ADA lift
- 3) 645 Pine Street
 - a) New concrete for back entry
 - b) New energy efficient lighting through-out
- 4) Fire Station #1 – 136 S. Winooski Avenue – new roof
- 5) Burlington Police Dept. –
 - a) paving of north lot
 - b) renovate north entrance
 - c) New pavers at front entrance
 - d) New energy efficient lighting through-out
- 6) Leddy Arena
 - a) New cooling tower, repair to compressor
 - b) Soils assessment
 - c) Begin Design and Engineering for major renovation in FY 17
 - d) Electrical upgrade
- 7) Road work at Lakeview cemetery
- 8) Paving of North Beach road and Oakledge Entrance
- 9) Pine Lakeside Signalization

- 10) North Beach Overpass redesign
- 11) Perkins Pier repair
- 12) City Hall renovation – design and engineering phase – construction winter/spring
- 13) Miller Center replace pervious pavers
- 14) Fire Station #5 – new concrete ramp
- 15) Security upgrades for buildings



City of Burlington

Department of Public Works

Office of Planning

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Chapin Spencer

DIRECTOR OF PUBLIC WORKS

Martha Q. Keenan

Capital Improvement Program Manager

Date: September 21, 2015

To: Public Works Commission

From: Chapin Spencer, Director
Martha Keenan, CPM, Capital Improvement Program Manager

Subject: FY16 and FY17 General Fund Capital Planning

SUMMARY: Objective #3 in the FY'16 Commission-adopted Workplan is to "Close capital funding gaps across asset classes. DPW staff aims to close the General Fund FY'16 capital funding gap by utilizing a portion of the projected FY'15 surplus. Addressing the larger \$24M capital funding gap in FY'17 will be much more challenging. A City Council resolution has tasked the Board of Finance with exploring options and reporting back to the Council by December. Staff recommends the Commission be actively engaged in these conversations to help determine the best way to close the gap.

FY'16 UPDATE: The FY 2016 Capital Budget was approved by the City Council in June with a number of items that were to be held until after the FY15 audit was complete to determine if funding could be found out of the potential surplus. The DPW Commission reviewed the list of unfunded projects this spring and supported the approach of adding them to the FY'16 capital budget as funding became available. A number of these projects are considered important projects for the Department of Public Works.

Postponed Projects - completed as funding available		
Cliff Street Phase #3		\$ -
Additional Streets maintenance		\$ 250,000
Bike path rehabilitation		\$ 225,000
Curbs ties to Street work		\$ 200,000
Facilities Projects		\$ 222,201
Manhattan Drive Slope Failure 2		\$ 75,000
City Hall Fountain Repair		\$ -
Building Controls		\$ 65,000
New Sidewalks (design)		\$ 100,000
Parks Improvements		\$ 25,000
Flynn Parcel Purchase		\$ 20,000
BCA reinvestment 339 Pine Street		\$ 45,000
Total Postponed Expenditures		\$ 1,227,201

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DPW staff has put together a preliminary list of projects that would be funded by the proposed additional funding for paving, sidewalks and curbs above:

Additonal Paving		
Schedule Start may/June 2016		
Street	Segment	Estimate
Flynn	Pine-Shelburne RD	\$125,000
Adams St	All	\$60,000
Westward	all	\$35,000
Intervale Ave	Manhattan-Riverside	\$30,000
		\$250,000
Additonal Sidewalk		
Schedule Start may/June 2016		
Street	Segment	Estimate
Converse	East Side	\$40,000
South Union	Bayview-Spruce West	\$57,200
Lakeview Terr	West	\$80,000
North Ave	@ 127 Ramp	\$8,000
Nash	West	\$40,000
		\$225,200
Additonal Curb		
Schedule Start may/June 2016		
Street	Segment	Estimate
Howard	South Side - stpaul west	\$18,750
Deforest Rd	west side at bottom	\$27,000
flynn	north pine-shelburne	\$67,500
birchcliff		\$33,750
VanPatten		\$52,500
		\$199,500

As FY'16 has progressed, other projects have also come to the forefront, requiring discussion and collaboration to ensure that these urgent needs are met. New needs have occurred at Memorial Auditorium, the rail crossing near ECHO, the Manhattan Landfill, the Shelburne Roundabout, the Winooski bridge repair and an increase to the cost of the signalization at the Pine & Lakeside intersection.

CAO Bob Rusten stated at the last Board of Finance meeting that preliminary findings show a healthy projected surplus for FY'15. This surplus may be sufficient to cover the \$1.2M of postponed projects, the new needs above, and set aside funds to strengthen the City's fund balance. Once the FY'15 audit is completed in the late fall/early winter, the City will have final FY'15 financials and the Board of Finance will determine the use of these funds.

With the ability to look at all of the City's needs collectively and work collaboratively with other Departments, there will likely be sufficient funding for all of these new projects and the Street and Sidewalk work above in FY'16.

LOOKING AHEAD TO FY'17 & '18: The process of looking at the capital needs for FY'17 and FY'18 has begun. The General Fund capital shortfall for FY'17 at the moment is \$24M+, the largest portion being Memorial Auditorium at \$9.5M. Of the remaining shortfall, \$4.5M relates to projected needs within the Department of Public Works – mainly for increased paving, sidewalk reconstruction, new sidewalk expansion, and curb construction. Staff is currently developing the preliminary project list for FY'17 and FY'18 and evaluating what amount of increased capital projects our existing staff can actually manage.

A City Council resolution has tasked the Board of Finance with exploring options and reporting back to the Council by December 2015. Given the large capital funding gap in FY'17 and '18 and given the Commission's workplan objective to reduce DPW's capital funding gap, staff recommends the Commission be actively engaged in the upcoming Board of Finance conversations to help determine the best way to address the department's future capital needs.

If you have any questions, please feel free to contact Martha at mkeenane@burlingtonvt.gov or 802-540-0701.

Thank you.

Resolution Relating to

RESOLUTION_____

REFERRAL OF 10 YEAR CAPITAL PLAN TO
BOARD OF FINANCE AND COMMISSIONS TO
ADDRESS FY 16 IMPLEMENTATION AND
PUBLIC OUTREACH FOR LONG TERM PLAN

Sponsors: Councilors Knodell,
Paul, Wright, Bushor

Introduced: _____

Referred to: _____

Action: _____

Date: _____

Signed by Mayor: _____

CITY OF BURLINGTON

In the year Two Thousand Fifteen

Resolved by the City Council of the City of Burlington, as follows:

That WHEREAS, the City of Burlington is looking to create an implementable 10-year capital plan covering all municipal assets; and

WHEREAS, a preliminary working document (the 10-year capital plan) has been formulated with input from all municipal employees managing capital budgets but requires further review; and

WHEREAS, the preliminary document for FY 16 contains approximately \$2,000,000 more in identified needs than currently identified revenues; and

WHEREAS, the first action is to address the FY 16 capital asset needs and ways to pay for them;

NOW, THEREFORE, BE IT RESOLVED that the Burlington City Council hereby refers the preliminary 10-year capital plan to the Board of Finance where the Board will review and advise the Administration on the FY 16 capital budget; and

BE IT FURTHER RESOLVED that the preliminary document shall also be referred to the Accessibility Committee, Airport Commission, Church St. Marketplace Commission, Electric Commission, Fire Commission, Library Commission, Parks Commission, Planning Commission, Police Commission, Public Works Commission, and Transportation, Energy, and Utilities Committee to advise the Administration as to the proposed capital plan relative to their respective areas for FY 16; and

BE IT FURTHER RESOLVED that, following approval of the budget by the City Council, the Board of Finance, along with the aforementioned boards and commissions, shall work with the Administration to develop a plan to implement the next ten years of the plan. The Board of Finance shall work with a Department Head working group led by the Chief Administrative Office to help facilitate and coordinate the work; and

BE IT FURTHER RESOLVED that the Administration shall consult with the Board of Finance, and the aforementioned commissions and boards, to develop and implement a public outreach plan to gather ideas concerning the City's capital asset needs beyond this ten-year plan and how to pay for them. This public outreach plan shall be presented to the City Council no later than its last meeting in December of 2015.

**BURLINGTON DEPARTMENT OF PUBLIC WORKS COMMISSION MEETING
DRAFT MINUTES, July 15, 2015
645 Pine Street
(DVD of meeting may be on file at DPW)**

COMMISSIONERS PRESENT: Bob Alberry, Tiki Archambeau, Jim Barr, Chris Gillmann, Tom Simon, Solveig Overby, Jeff Padgett

ITEM 1 - AGENDA

Commissioner Archambeau proposed to move Item 4.4 to 4.6.
Consent agenda reviewed. Motion to accept consent agenda.
Unanimously approved.

ITEM 2 - ELECT CHAIR, VICE CHAIR AND CLERK

Commissioner Alberry made a motion to elect Commissioner Jeff Padgett as Chair and Commissioner Tiki Archambeau as Vice Chair. Director Spencer stated that he would like to appoint Valerie Ducharme and Holly Lane as Clerks or designate.
Commissioner Barr seconded.
Unanimous approval

Commissioner Padgett welcomed new Commissioner Chris Gillman on board.

ITEM 3 - PUBLIC FORUM

Nic Anderson - 4.10 Champlain College Temporary bus stop - made a request that one of the five unrestricted parking spots be designated handicap spot as this is mid-block which will give people easier access to the courtyard and surrounding buildings.

Commissioner Overby made a motion to pull this off the consent agenda.

Commissioner Alberry seconded.
Unanimous approval.

Phil Merrick - owner of August First Bakery stated that the brown meters on Main Street should be removed as people who work downtown are all parking there during the day as it is cheaper than the garage. Blue meters need to be put in place there as this area of Main Street has more shops now than when the brown meters were installed and shoppers need better access to the businesses.

Caryn Long - The water department did an amazing job in the area as when it rained last night the green space is getting greener

and now disappearing. She feels that there has to be more enforcement on the green space. Commissioner Padgett stated that the green space is not our issue.

Chris Hadsel - Willard Street needs a flashing pedestrian light north of the rotary as people can't cross safely. This would be an interim solution until the rotary is fixed.
(See video for further information)

Laura Massel - Lives on Kingsland Terrace which is a residential only parking area. She suggested the city go to the different wards in the city and get the extent of the information from people on parking. People living in residential parking areas should not have to search for parking in the neighborhood.

ITEM 4 - CONSENT AGENDA

4.1 Champlain College Temporary bus stop moved to 4.7.
4.4 Relocation of three handicap accessible spaces on St. Paul Street for new CCTA transit center to 4.6.
4.2 - three way stop at Shore Road and Balsam Street
4.3 439 College Street shuttle stop request
4.5 Driveway encroachment/loading zone requests for North Winooski Avenue.

Commissioner Barr made motion to accept consent agenda.
Commissioner Alberry seconded.
Commissioner Archambeau stated he lives next door to requestor and donated \$100 to a Bush & Babe's Kickstarter campaign. There is no conflict of interest per the City Attorney.
Unanimous approval.

ITEM 4.6 - RELOCATION OF THREE ACCESSIBLE SPACES ON ST. PAUL STREET FOR NEW CCTA TRANSIT STATION

Damien Roy stated that three representatives from the city, state and CCTA visited the Zampieri Building which is a disabled residence which serves the south side of St. Paul Street and there are two spaces on Cherry Street. We need to bump out the first meter and two accessible spaces are proposed near the ramp adjacent to spaces for the building. On the north side of Pearl Street to Papa John's the first space is available. The commission asked staff review of PROWAG and other applicable standards before committing to a handicap space. Staff will

review as part of a normal request process. Staff recommendation - without a handicap space was approved.

(See video for further information.)

Commissioner Archambeau expressed a concern with the rear loading handicap vehicles going in the street to access the closest ramp.

Mr. Baldwin stated they would keep it as close to the ramp as possible.

Commissioner Archambeau made a motion to pass this onto the Accessibility Committee.

Commissioner Simon seconded.

Unanimous approval.

ITEM 4.7 CHAMPLAIN COLLEGE TEMPORARY BUS STOP

Commissioner Overby asked to have a handicap spot moving the bus stop and putting in four unrestricted parking spaces and one handicap space.

Nic Anderson of Champlain Collee stated that the nearest spot was a block away. There is a huge demand for parking in the courtyard and we have two more requests for them at the MIC parking lot.

(See video for more information)

Commissioner Archambeau made a motion to accept staff's recommendation.

Commissioner Barr seconded.

Unanimous approval.

ITEM 5 - RESIDENTIAL PARKING MANAGEMENT STUDY - Nicole Losch

Director Spencer stated that this is a draft plan for parking in residential areas. The review is because this has not been reviewed for several years. The concern is the guest passes, paying of tickets, issuing of tickets and several other issues.

Nicole Losch stated that we are using a universal way to best manage which we feel is using a data driven approach. We are looking at many different city needs with financial only a small part of the consideration. We have a good size advisory committee and have held two public meetings attended NPA meetings and have come to a previous Commission meeting for the introduction to this program and we will be back in September.

We have compared parking with other cities about the same size as Burlington, collected data in three areas and found parking over utilized, need more meters in downtown area. The Hill section has the most restrictions and lowest density.

There was a question of conflict of interest with Commissioner Barr voting on the residential parking as he is the Director of Transportation of parking for the University of Vermont. Gene Bergman, Assistant City Attorney, stated he reviewed the information and found nothing that should prevent Commissioner Barr from voting on this policy.

Citizens who had comments to make about Residential Parking: Please review the video of the public comments on the residential parking issue as there were numerous people there for this issue. There is also a packet of information available to review on line.

ITEM 6 - DOWNTOWN PARKING REVIEW

Kelly Devine stated that this a complex two year study and a plan that retains authority over policy and pay. This plan has to be presented to the city council. There are three goals with this plan:

- Active, engaged parking management
- A system to work together to meet goals
- Document standards of care and operation

DPW will manage the parking meters and the Burlington Business Association will manage the communications on a temporary basis.

Director Spencer stated that the Commission's approval is not needed but it will be presented to the City Council on August 10th.

ITEM 7 - VTRANS BICYCLE AND PEDESTRIAN PROGRAM GRANT CANDIDATES

The small projects are for sidewalk improvements that will increase access and/or safety of people choosing to walk or ride a bike.

Midblock crosswalk with pedestrian bump outs to cross safely from UVM Central campus to Trinity campus and UVM Medical Center. Will also allow pedestrians to access Centennial Field.

Commissioner Padgett stated he does not support mid-block crosswalks and feels there need to be a policy for this issue.

Please see the video for more information

ITEM 8 - INCREASING DRIVER AWARENESS OF YIELD CONDITION

Damien Roy stated this was referring to Shelburne Street at the Price Chopper where vehicles are exiting the shopping center to get onto Shelburne Street or I189. There is a lot of traffic congestion here especially during rush hour. Drivers are not yielding exiting the shopping center. There are a few suggestions researched. The suggestion of DPW is to maintain the yield sign.

Commissioner Simon made motion to go with staff's recommendation.

Commissioner Barr seconded.

Commissioner Padgett opposed

Other commissioner unanimous approval.

Damien Roy also handed out other paperwork showing the open request for services for traffic issues he is dealing with and also parking issue requests.

ITEM 9 - MINUTES OF JUNE 17, 2015 MEETING

Commissioner Alberry made a motion to approve

Commissioner Simon seconded

Unanimous approval

ITEM 10 - DIRECTOR'S REPORT

Director Spencer wished to thank Pat Buteau for 33 years of service as he is retiring. Commissioners also thanked Pat.

ITEM 11 - ADJOURNMENT AND NEXT MEETING DATE

Commissioner Alberry states that we have always taken the month of August off to give staff a well-deserved rest. Next meeting will be September 16, 2015.

Commissioner Barr motioned for adjournment

Commissioner Archambeau seconded

Unanimous approval

Meeting ended 10:30 p.m.



**CITY OF BURLINGTON
DEPARTMENT OF PUBLIC WORKS**

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To: DPW Commissioners
Fr: Chapin Spencer, Director
Re: **Director's Report**
Date: September 9, 2015

PROCESS FOR PARKING STUDIES

I will be presenting a draft process and timeline for completing the downtown and residential parking studies at the upcoming meeting. As such, there will be no action on the parking studies sought at this meeting. We will not be looking for the Commission to vote on these plans until we complete the final draft plans and have additional public comment on those versions.

MANAGING PHOSPHOROUS & INTEGRATED PLANNING:

The EPA has published a draft regulatory document regulating phosphorous in Lake Champlain. It is referred to as Total Maximum Daily Load or TMDL for short. The draft document can be found here (<http://www.epa.gov/region1/eco/tmdl/lakechamplain.html>). The State of Vermont has produced a Phase One Implementation Plan that describes how the State is proposing to meet the EPA's TMDL. The draft document can be found here: (<http://watershedmanagement.vt.gov/erp/champlain/#tmdl1aug1415>). The draft TMDL took years to develop and requires significant action and financial investment from communities such as the City of Burlington. The report estimates Burlington's wastewater treatment plants may require \$30M of upgrades to meet the phosphorous targets. Staff has also already been working to optimize our wastewater treatment plants to see how far we can manage phosphorous reduction without costly plant upgrades. Staff has been carefully reviewing the plan and will be submitting extensive comments prior to the October 15 deadline for comments. The Mayor was quoted in the Free Press saying that the City would be carefully reviewing the document to determine if it creates "the fair, effective, and efficient water policy that I and other local leaders have been advocating in recent years."

We are also beginning an Integrated Planning process with State and EPA support. An Integrated Plan (<http://water.epa.gov/polwaste/npdes/stormwater/Integrated-Municipal-Stormwater-and-Wastewater-Plans.cfm>) combines permits for a municipality's wastewater and stormwater systems – and provides flexibility on how to meet permit requirements. We see this as a key tool for targeting our water quality investments in areas that will have the greatest return.

CAPITAL PROJECTS:

Commissioners have asked for a list of capital projects to better understand the full breadth of our work. I have attached a list of updated capital projects for the 2015 construction season to the capital projects agenda item information. To make sure the Commission is briefed on our major efforts in each fiscal year, the Chair and I are proposing to present to the Commission a draft list of planning and capital projects for the Commission's input as part of the budget development process each winter / spring.

PINE & LAKESIDE:

At the Mayor's direction, staff has been working to construct improvements to the Pine and Lakeside intersection to improve safety at this intersection for all modes. On September 9th, the City Council approved awarding a \$287,018 contract to construct the Pine Street and Lakeside Avenue Intersection Improvements project. The project entails installation of a new mast arm traffic signal system with

pedestrian signals, relocation of a commercial driveway, replacement of sidewalk, and installation of accessible sidewalk ramps. A separate, but related project, will extend the southbound Pine Street bike lane down to the Lakeside Avenue intersection. The design is coordinated with the Champlain Parkway project so that most of the improvements can remain in place when the Parkway is constructed. Project documents submitted for the recent City Council meeting can be found here:

<http://www.boarddocs.com/vt/burlingtonvt/Board.nsf/goto?open&id=A26PNT572DFD>

PARKING GARAGE CAPITAL REPAIRS:

In August the City Council approved the first phase (\$800,000) of capital repairs to our downtown parking garages. The work will begin on College Street Garage September 14th and on Marketplace Garage in October. Project documents submitted for the recent City Council meeting can be found here:

<http://www.boarddocs.com/vt/burlingtonvt/Board.nsf/goto?open&id=9Z6M6X6D0AF6>

ANNUAL COMMISSION MEETING SCHEDULE:

Chair Padgett asked me to flesh out re-occurring Commission tasks so that the Commission and staff can adequately plan for upcoming responsibilities.

- WINTER: Receive notice from staff of potential funding gaps for coming fiscal year and provide guidance on options
- FEBRUARY / MARCH: Approve paving program for the coming year
- APRIL: Review Director, City Engineer
- JUNE: Finalize annual workplan for the Commission (flexible)
- JULY: Election of Chair, Vice Chair, Clerk
- JULY: Finalize and sign annual report for the City Council
- AUGUST: Usual summer recess (no Commission meeting unless scheduled)
- AUGUST: Presentation of annual report to the City Council

Over the course of the coming month, Chair Padgett and I will be working to update this list. Commissioners are welcome to provide input on this draft schedule.

Thank you.